# Procedures for Finding Word and Line Counts in Microsoft Word[1]

Refer to Local Rule 7.1 for word and line count limits, and the certification requirements.

1. Open the document in Microsoft Word.

2. Click on the **Tools** menu choice.

3. Click on the **Word Count** menu option.

4. Local rules indicate the word and line counts must include footnotes and endnotes. Check the box "**include footnotes and endnotes**" if it is not already checked.

5. Click on **Close** when finished.
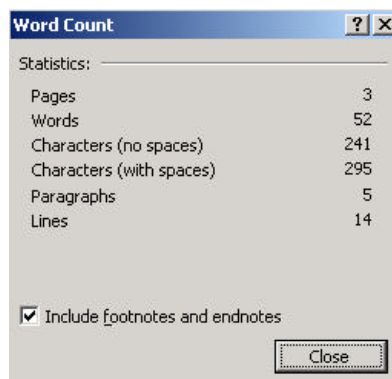
Tips

- If you wish to conduct a word count on a section or page of a document, select the section or page, then run the **Tools/Word Count** dialog box to get the information. With this partial-document selection, footnotes cannot be selected to be included. Microsoft's web page includes a macro you can run that will run the Word Count and check the footnotes and endnotes for selected text. http://office.microsoft.com/downloads/2000/swcmacro.aspx

- Word excludes text typed in text boxes from a word count. To count the words in text boxes, you must first select all the text boxes that contain words you want to count. To select multiple text boxes, hold down **SHIFT** and click each text box. On the **Tools** menu, click **Word Count**. To count the words in linked text boxes, click only the last text box in the chain of linked text boxes (do not select the previous text boxes in the chain). On the **Tools** menu, click **Word Count**.

- To quickly launch the Word Count feature in Microsoft Word, use the Word Count Toolbar in Microsoft Word 2002. Remember to click on *recount* to be sure to update the word count after you have edited a document. You may also customize the toolbars to include the Tools/Word Court option on your toolbar.

---

[1] There may be some variation in the procedures depending upon the software version you are using.

Procedures for Finding Word Counts
in Corel WordPerfect[2]

Refer to Local Rule 7.1 for word and line count limits, and the certification requirements.

1. Open the document in Corel WordPerfect.

2. Click on the **File** menu choice.

3. Click on the **Properties** menu option.

4. Click on the **Information** tab (for Corel WordPerfect 11 and later click on the Click on the Tools menu choice and select the Word Count/Info option).
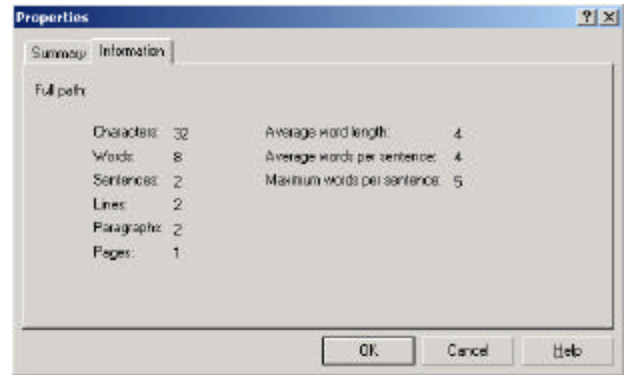
5. Local rules indicate the word counts must include footnotes and endnotes. This word count feature automatically includes text in the footnotes and endnotes.

6. Click on **OK** when finished.

---

[2] There may be some variation in the procedures depending upon the software version you are using.